



Division of Developmental Disabilities

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TRAINING ANNOUNCEMENT

Introduction to the Developmental Disabilities Service System for Potential Providers

To: Potential Providers of Developmental Disabilities Services
Regional Coordinators
Regional Hospital Administrators

From: Beverly D. Rollins, M.P.A., Acting Assistant Deputy Commissioner for Developmental Disabilities

CC: DBHDD Management Team

Date: November 6, 2009 (**PLEASE READ the FULL content of this announcement**)

The purpose of this memo is to notify you of the upcoming session for the Introduction to the Developmental Disabilities Service System for Potential Providers.

Title: Introduction to the Developmental Disabilities Service System for Potential Providers

Description: This session is designed to cover topics relevant to potential providers interested in serving persons with developmental disabilities. **ATTENDANCE IS MANDATORY for all Agency Directors, Agency Owners and Individual Applicants** that are interested in applying to become providers of services for persons with Developmental Disabilities through the Division of Developmental Disabilities for service reimbursement through the Medicaid Waiver program. Roles other than the Agency Director, Agency Owner, and Individual Applicant will not be considered for acceptance to attend the training.

When registering to attend, in addition to completing the specified registration form, you MUST also include the following (no exceptions):

- If registering as an Agency:
 - Copy of Office of Regulatory Services (ORS) license (depending on type of service)
- If registering as an Individual:
 - Copy of Professional License
 - Copy of Masters Degree (if Behavioral Supports Consultation is the selected service)

Note: Be sure your registration reflects the type of provider application you plan to submit. See "Registration" section of this announcement for more information.

Agenda topics will include: Systems Overview, Types of Providers (Agency vs. Individual), Types of Services with Required Licensing, NOW/Comp Waivers, Self-Direction, Enrollment Process, Application Completion / Brief Outline of the Enrollment Process, Introduction to Standards – Note: lunch is from 12:45pm to 1:45pm.

Presenters: Leadership and key staff from the Department of Behavioral Health and Developmental Disabilities.

Audience: Those **required** to attend include:

- **Agency Directors** - Directors must have one of the following:
 - A bachelor's degree in a human service field (such as social work, psychology, education, nursing, or closely related field) or business management AND two years experience in service delivery to persons with developmental disabilities, WITH at least one year in a supervisory capacity
 - OR**
 - An associate degree in nursing, education or a related field AND four years of experience in service delivery to persons with developmental disabilities, WITH at least one year in a supervisory capacity
 - OR**
 - A high school diploma or equivalent AND six years experience in service delivery to persons with developmental disabilities, WITH at least one year in a supervisory capacity
- **Agency Owners**
- **Individual Applicant** - Individual applicant must meet the following qualifications:
 - Six months experience in Developmental Disabilities services

NOTE: Roles other than the Agency Director, Agency Owner, and Individual Applicant will **NOT** be considered for acceptance to attend the training.

Additional

Information: **AGENCY APPLICANTS**

Individuals wishing to provide other services to multiple individuals with developmental disabilities within the NOW and COMP waiver must complete the Agency application and provide any ORS license relative to service.

Please note the Developmental Disabilities Professional (DDP) listed for your Agency must be primarily employed by the agency submitting application. While contract staff, and consultants are allowed, NOW and COMP Part II and III state that numbers of staff must be present in numbers to provide services and supports to participants as required. A DDP consulting with multiple agencies on a contract basis must provide evidence that they are available as required based on the services and support needs of the person.

For information on provider services for AGENCY, access:

http://mhddad.dhr.georgia.gov/DHR-MHDDAD/DHR-MHDDAD_CommonFiles/Definition%20of%20Service%20for%20Agency.pdf

INDIVIDUAL APPLICANTS

Individual applications are only to be completed by those persons with professional licenses to provide services under Adult Physical Therapy, Adult Occupational Therapy, Adult Speech Language Therapy, Behavioral Supports Consultation and CLS Nursing RN, LPN Services.

Individuals wishing to provide services to one individual with a developmental disability must be chosen by that individual with a developmental disability and work through the Self-Direction, or Co-Employer options, for a minimum of one year, before making an Individual application to provide a service as a Medicaid approved provider.

For information on provider services for INDIVIDUAL, access:
http://mhddad.dhr.georgia.gov/DHR-MHDDAD/DHR-MHDDAD_CommonFiles/Definition%20of%20Service%20for%20Individual.pdf

Details:

Introduction to the Developmental Disabilities Service System for Potential Providers

Registrants are required to attend the full day in order to receive a certificate of attendance!

NO-WALK INS

No walk-ins will be allowed for this event. You must pre-register AND receive an attendance approval notice in order to attend this event. The attendance approval notice will come from RegistrationMHDDAD@dhr.state.ga.us or Lory Barkley and will indicate that you have been approved to attend this event, **December 16, 2009 – Macon, GA**. Notice of approval or non-approval will be sent no less than 5 business days prior to the event. At times, email from us is automatically sent to the spam/junk email folder. If you have not received a notice 5 days prior to the event, please be sure to check your spam/junk email folder for the email correspondence prior to calling.

Dates	Location
<p>Wednesday December 16, 2009 8:30am to 5:00pm</p> <p>Registration will be open November 10, 2009 thru November 24, 2009 (DO NOT attempt to register prior to November 10, 2009)</p> <p>Note: Lunch is 12:45 pm – 1:45 pm</p>	<p>MACON Macon State College (Learning Support Building - Auditorium) 100 College Station Drive Macon, Georgia 31206 For directions, go to: http://www.maconstate.edu/maps/</p> <p><u>Directions:</u></p> <p>Sign-in for approved attendees begins at 8:00 am. <u>The session begins promptly at 8:30 am.</u> Please take into account city traffic as well as parking at the facility and plan to arrive on time.</p> <p>Participants that arrive after 8:45 am will NOT receive a certificate of attendance. In addition, participants <u>must</u> arrive on time after lunch breaks and all session breaks. Failure to do so will jeopardize receipt of a Certificate of Attendance</p>

NOTE: Beginning in January 2010, this training will be held every other month, alternating between Atlanta and Macon. **The next session will be held:**

January 14, 2010 in Atlanta, GA – Registration will open on December 17, 2009

Registration: REGISTRATION INFORMATION AND INSTRUCTIONS
PLEASE READ

- **Ensure that your registration information reflects the type of provider application you plan to submit.** Your Certificate of Attendance (COA) will reflect the type of registration you submitted. The Agency provider application must be accompanied by an “Agency” COA. The Individual application must be accompanied by an “Individual” COA. COAs expire 90 days from the date of issue.
- **Reminder: Walk-Ins or persons who were not approved to attend will not be admitted to this training!** If you arrive with someone who did not receive an approval notice or if you send someone in your place and that individual did not pre-register and receive approval to attend, that individual will not be admitted to the event. The names of the individuals who do not appear on the attendance roster are considered walk-ins.
- Registration forms will be reviewed by the Office of Policy & Technical Training Team and the Division of Developmental Disabilities. Participants will be approved to attend based on the specified criteria.

- If you meet the criteria, but are not selected to attend due to class capacity, your name will automatically be placed on the roster for the next scheduled session. If you are not able to attend the next scheduled session, your registration information will be discarded and you will have to follow registration procedures for the next session that you would like to attend.
- Please verify the spelling of your name in your registration information data entry as this will be the name entered on your Certificate of Attendance.
- **You must provide an email address** so that we can communicate with you.
- Notification that you have been approved to attend will be sent (via email) at least 5 business days prior to the date of the session for which you registered. This notification will be sent via email from the DBHDD Training staff.
- **If you have not received an email indicating whether you are approved or not approved to attend the training by 5 business days prior to the event, please email RegistrationMHDDAD@dhr.state.ga.us to inquire about your status. In that email, please be sure to tell us the name of the event and session date.** Notice of approval or non-approval will be sent no less than 5 business days prior to the event. At times, email from us is automatically sent to the spam/junk email folder. If you have not received a notice 5 days prior to the event, please be sure to check your spam/junk email folder for the email correspondence prior to inquiring of your status.
- We request that you provide a notice of cancellation no later than 72 business hours prior to the event. If you are unable to attend, and we have advance notice, your slot would open for us to approve the next person who appears on the registration list.
- **To register, go to <http://vinsoninstitute.org/iddss/0912dr> Registration will be open from 11/10/2009 to 11/24/2009. DO NOT attempt to register prior to November 10, 2009. Registrations will only be accepted via the online registration site.**

Please Note: There is no fee for this training; however, participants are responsible for their own travel, lodging arrangements, meals and snacks. You may want to bring a light-weight jacket or sweater as trainers have no control over room temperature. NOTE: lunch is from 12:45 pm to 1:45 pm. In addition, we are not able to accommodate childcare needs at this training event. Participants are expected to give their full attention to the presenters and therefore cannot be involved in taking care of children during the training. Therefore, training registrants will not be admitted to this training event if they bring with them a child under the age of eighteen.

CEUs: Certificate of Attendance (COA) will be provided for those attending the entire one day session – NO EXCEPTIONS. Please do not request to receive your certificate before the training has concluded. COAs expire 90 days from the date of issue.

Contact: For questions regarding registration, please contact Lory Barkley, Training Coordinator II, via e-mail at RegistrationMHDDAD@dhr.state.ga.us or by phone at (404) 657-2291. NOTE: Once the session is full, the only way to secure a space is if an approved registrant cancels, you are next on the waiting list, and you meet the specified criteria to attend.

Directions:

Macon State College
(Learning Support Building - Auditorium)
100 College Station Drive
Macon, Georgia 31206

From the north: Go south on Interstate 75 to the split with Interstate 475, and take I-475. Continue south to Exit 3 at U.S. 80 (Eisenhower Parkway) exit. Go right a short distance to the top of the hill. Look for the MSC sign on the right, located at the Main Entrance to the campus.

From the south: Go north on Interstate 75 to the split with Interstate 475, and take I-475. Continue north to Exit 3 at U.S. 80 (Eisenhower Parkway). Turn left at the traffic light. Proceed under the interstate to the top of the hill. Look for the MSC sign on the right, located at the Main Entrance to the campus.

From the east: Proceed west on U.S. 80 (Eisenhower Parkway), past the Macon Mall (on the right) and continue west past Interstate 475. Go under the interstate to the top of the hill. Look for the MSC sign on the right, located at the Main Entrance to the campus.

From the west: Proceed east on U.S. 80 through Lizella, a small, unincorporated community in western Bibb County. From the Post Office in Lizella, go an additional six miles to the east. Look for the MSC sign on the left, located at the Main Entrance to the campus.



Learning Support
Center

ART - Arts Complex • **JONES** - Jones Building • **H/SS** - Humanities/Social Sciences • **LS** - Learning Support
PSC - Professional Sciences Center • **SCI** - Sciences Annex • **SLC** - Student Life Center • **WELL** - Wellness Center

● Accessible
Entrance ■ Emergency
Call Box